

CONNECTICUT DEPARTMENT OF CORRECTION
JOB OPPORTUNITY
CORRECTIONAL COUNSELOR SUPERVISOR

Please follow the specific application filing instructions at the bottom of this page!

Open To: DOC Employees Only (Lateral Transfers and Promotion)
Location: Sentence Calculation and Interstate Management Unit– Walker Building, Suffield, CT
Hours: 8:00 a.m. – 4:00 p.m, Monday – Friday, 40 Hours per week
Salary: SC CC \$71,722.00 - \$94,761.00
Closing Date: Monday, December 30, 2013 at 4:00 p.m.

Eligibility Requirement:

Candidates must currently (1) hold the above title or have previously attained permanent status in the class or (2) be on the current Correctional Counselor Supervisor promotion list.

General Experience:

Seven (7) years of experience in social case work, counseling, probation or parole.

Special Requirement:

Two (2) years of the General Experience must have been in correctional treatment services.

Preferred Experience:

Candidates with experience, training or education related to the assigned duties of SCIM will be given preference for each vacancy. Candidates for the position will be expected to demonstrate the ability to: conduct detailed classification, records and risk analysis and audits of the inmate population, conduct training for departmental staff, represent the Department in events requiring public speaking in front of large groups, assist with the Discharge Review Panel (including case reviews, hearings and coordinating with staff on programming issues), Centralized Time Calculation, Interstate Compact, and prepare detailed written reports, manuals and other documents related to the mission and duties of SCIM.

In addition, the preferred candidate shall have:

- Extensive experience in offender classification, records, related Administrative Directives, State Statutes, facility classification and records procedures.
- Experience and understanding regarding Special Management Status such as Administrative Segregation, Special Needs, Chronic Discipline, and Protective Custody.
- Experience in classification, programming, risk reduction earned credits and records audits.
- Considerable experience working with external criminal justice agencies.
- Considerable oral and written communication skills.
- Ability to supervise staff, including training and corrective action.
- Ability to represent SCIM at highest levels within and outside the Agency.
- Considerable experience with Word, Excel, and Inmate Information Query System.
- Experience with Project Management - the application of knowledge, skills and techniques to execute projects effectively and efficiently.
- Ability to collect and analyze data for the purpose of report writing.

Note:

The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion-and merit employment rules. State employees should be aware that your performance appraisals, attendance records and discipline records will be reviewed to ensure that you meet DOC Administrative Directive 2.3.

Application Instructions:

Applicants need to submit a cover letter, your last two (2) Performance Evaluations and an application for Employment (Form CT-HR-12) which is available at http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf to:

Patricia Meskers CT-DOC, Recruitment Office, 24 Wolcott Hill Road, Wethersfield, CT 06109
Fax: (860) 692-7615

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.